

REQUEST FOR QUALIFICATIONS

Architectural and Engineering Services

Agency: Perquimans County Emergency Services, Perquimans County, NC

Project: Perquimans-Gates 911 Center Expansion Project

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I. ANNOUNCEMENT

Date: October 3, 2024

- A. Perquimans County Emergency Services will receive qualifications from Architectural and Engineering firms for the design of the Perquimans-Gates 911 Communications Center.
- C. An authorized representative of Perquimans County Emergency Services will receive qualifications until **4:00 p.m. (local time) on October 31, 2024 at 159 Creek Drive in Hertford, NC**. *Qualifications received after this date and time will not be accepted.*
- D. Qualifications shall be enclosed in envelopes that clearly indicate "Qualifications for Architectural and Engineering Services."
- E. Firms will be required to meet qualifications set out in this Request for Qualifications (RFQ) document, which include the following:
 - Experience designing hardened facilities
 - Experience designing at least one 911 Center in North Carolina
 - Errors and Omissions Insurance
 - Ability to provide experienced staff

II. INSTRUCTIONS TO FIRMS

A. Preparation of Proposals

1. Firms are expected to comply with all specifications, terms, conditions, and instructions contained in this RFQ. Failure to do so will be cause for rejection.
2. Qualification packages shall be prepared with brevity, providing a concise description of a respective firm's capabilities to satisfy the requirements of this RFQ with all documents bound in a single volume. Perquimans County will not be responsible for any costs incurred by firms in preparing or presenting qualifications.

B. Submission of Qualifications:

Qualified firms can submit their qualifications to:

Perquimans County Emergency Services
Attn: Jonathan Nixon, Emergency Services Director
PO Box 563 / 159 Creek Dr.
Hertford, NC 27944

C. Number of Copies

Firms shall furnish three (3) bound hard copies of the qualification packages, as well as one (1) soft copy of the qualification package on a Universal Serial Bus (USB) drive.

D. Form of Agreement

The Form of Agreement to be used shall be the "Standard Form of Agreement between Owner

and Architect, AIA 8101-2017."

E. Proposed Site

The proposed location for the expansion project is on the property at 159 Creek Drive in Hertford, NC at the existing Emergency Services Building.

III. ARCHITECTURAL AND ENGINEERING FIRM QUALIFICATIONS

Firms submitting qualifications shall:

- A. Be knowledgeable of all current federal, state, and local applicable statutes and codes related to building projects in North Carolina.
- B. Maintain Professional Liability insurance with minimum coverage as stated in the Standard Form of Agreement Between Owner and Architect AIA A101.
- C. Have the ability to prepare and submit, to appropriate state and local approval agencies, all necessary documents in proper form and in a timely manner.
- D. Directly employ personnel in-house to perform 75 percent of the actual architectural work.
- E. Provide, in the qualifications package, one (1) public safety or hardened facility project in the past five (5) years to include current references for the project presented. Provide three (3) public safety or hardened facility projects in the past seven (7) years to include current references for the project presented is preferable. Provide one (1) 911 Center project in North Carolina in the past five (5) years.

Note: In simple terms, a hardened facility is designed to withstand natural or man-made disasters and acts of terrorism. Portions of the facility often have secure access areas designed to limit the movement of people without an express need to have access.

IV. REQUIREMENTS OF THE SELECTED ARCHITECTURAL AND ENGINEERING FIRM

The selected Architectural and Engineering firm shall fulfill the following project responsibilities:

- A. Participate as a responsible, cooperative, and contributing member of the design and construction team.
- B. Manage and complete the facility design within the defined time schedule, approved budget, and quality guidelines.
- C. Represent the best interests of Perquimans County in the performance of services toward the expeditious and efficient completion of the facility project.
- D. The Construction Manager at Risk (CMAR) project delivery method will be used for this project. Assist Perquimans County by providing guidance in hiring a construction manager (CM) to oversee the project from design to construction close-out and deliver it at or below Guaranteed

Maximum Price (GMP). NOTE - All prime contract bids will be opened publicly in the presence of the County. EXCEPTION - Use County's Preferred Vendor for Information Technologies Work.

E. Provide the services below in conformance with AIA B101-2017:

- Architecture
- Structural engineering
- Mechanical, electrical, plumbing, and fire protection design
- Civil engineering
- Site surveying and geotechnical engineering

V. SELECTION OF FIRM

Perquimans County reserves the right to select or reject any and all firms based on criteria that is set forth. Perquimans County will evaluate submitted firms' qualification packages and may conduct interviews with selected firms.

VI. PROJECT DESCRIPTION

- A. Perquimans County has been awarded grant funding from the North Carolina 911 Board to assist with construction of approximate 3,709 sq ft building addition with replacement parking area for staff to house the Perquimans-Gates 911 Communications Center.
- B. As this will be a hardened public safety facility, in addition to industry standards, adherence to applicable standards, such as from the National Fire Protection Association (NFPA), and guidance from the Federal Emergency Management Agency (FEMA) is imperative, as is adherence to building standards from the North Carolina 911 Board.
- C. The selected Architectural and Engineering firm will be required to provide programming, schematic design, design development, construction and permitting documents; work with the chosen construction manager; and provide typical construction administration services per the AIA B101-2017 documents. Project oversight will be provided by Perquimans County.
- D. A construction budget has been estimated and will be shared with the selected Architectural and Engineering firm. The selected firm will be expected to maintain the construction budget as part of the services provided to the County.
- E. General Comments:
- Owner will provide 911 Console Furniture, CAD Hardware, Radio, Phone, Recorder Equipment, Building Access Controls modifications, Surveillance System modifications via contracts direct to vendors, with installation coordination by general contractor.
 - Interior ceiling height of 10' or greater preferred in 911 Console Floor with raised access floor for data wiring management.
 - Entire 911 facility must be included on the building Uninterrupted Power Supply (modular design preferred). If the existing generator is undersized, a new generator must be provided. If existing facility electrical system cannot be modified to accommodate the expansion, gain approval for separate electrical systems and include new UPS and generator.

- Make every effort to ensure smooth transitions for both the roofline and the interior spaces. Prefer a design with taller exterior walls than the existing structure where roof tie-in is minimized. Preference is to avoid flat roof design for new construction.
- Minor improvements to the existing training room may be needed as a part of the tie-in to the existing building.
- Take extra care to ensure the 911 Center is properly lit for its intended use, to include multiple lighting levels adjustable by the Telecommunicators.
- Ensure the 911 Center is a quiet space (sound dampening ceiling tiles, carpet squares, sound absorbing panels, etc.).
- Provide replacement parking spaces and automatic rolling access gate.

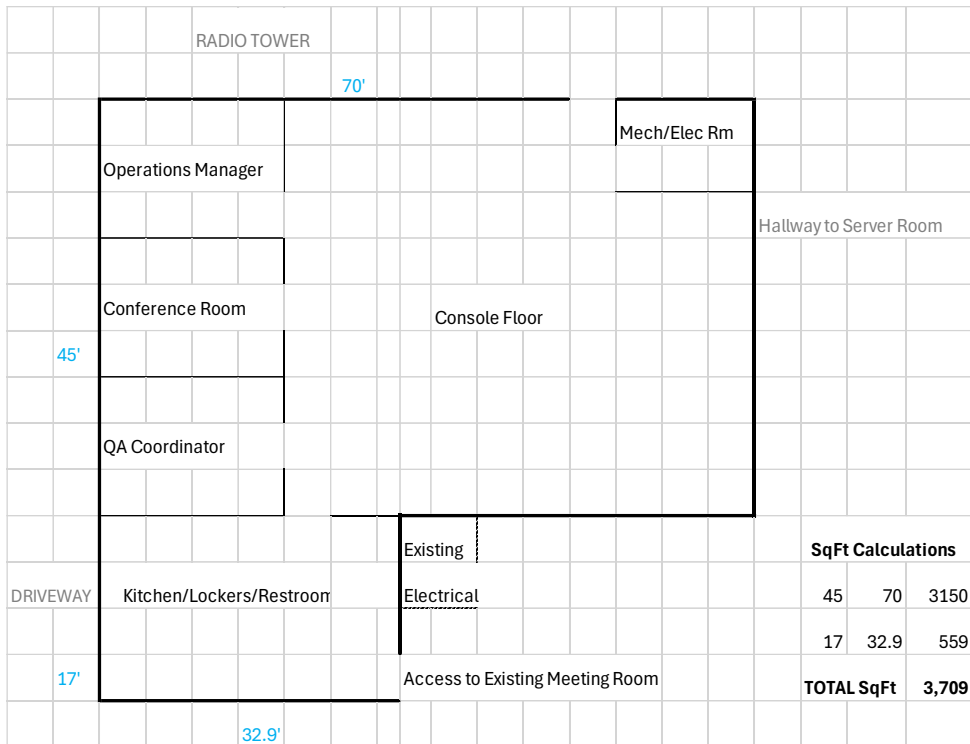
F. Site Concept Drawing

- This drawing was included as a part of the grant application to the NC 911 Board:



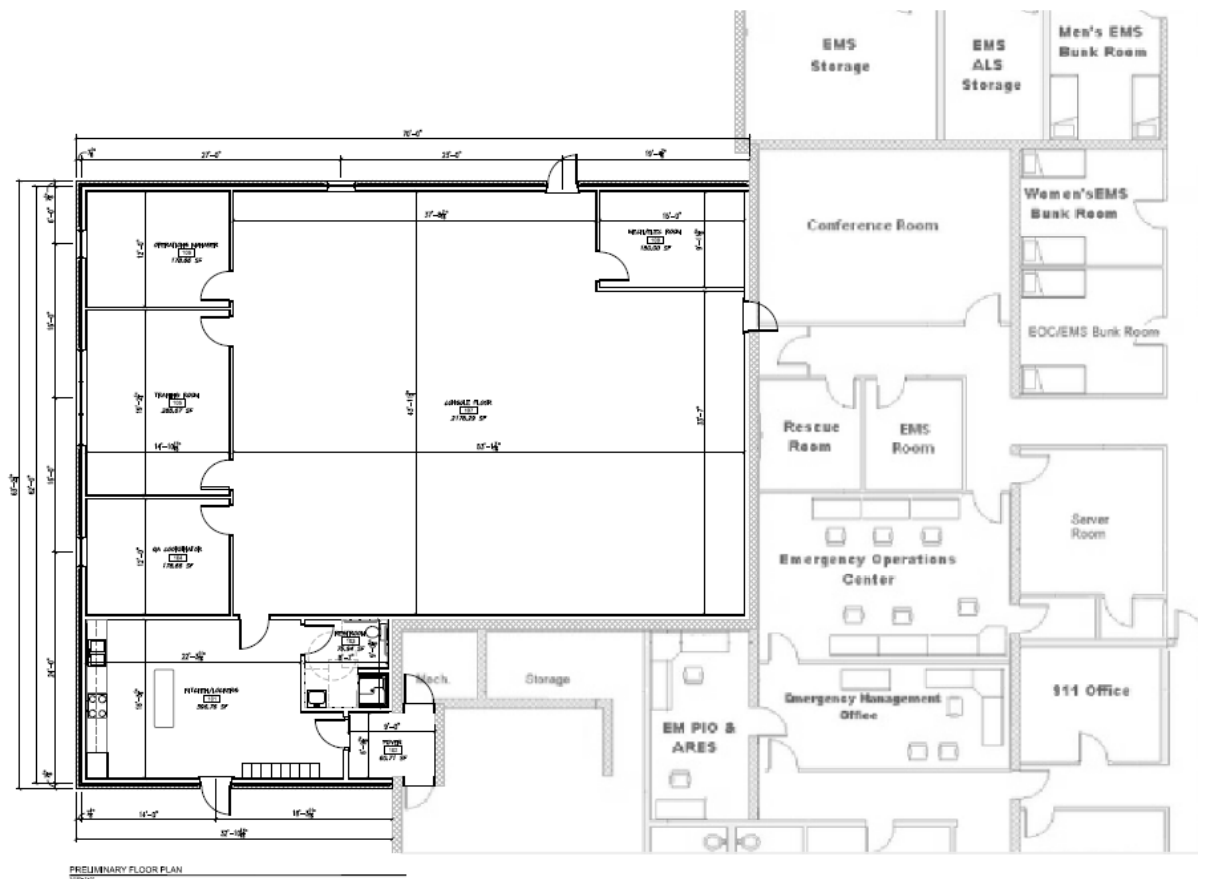
G. Proposed Building Square Footage Calculations

- This information was included as a part of the grant application to the NC 911 Board:



H. Preliminary Floor Plan

- This drawing was included as a part of the grant application to the NC 911 Board:



VII. PROJECT SCHEDULE

A tentative schedule has been developed for the project. Adherence to the schedule is a primary goal of this RFQ as various state and local deadlines are placed on the County. The proposed project schedule is as follows:

A. RFQ Issued:	October 8, 2024
B. Qualification Packages Due:	November 5, 2024
C. Interviews (if necessary)	November - December 2024.
D. Design Team Award	January 2025
E. Project Design Construction Manager at Risk Partner Selected	January – May 2025
F. Project Bid for Prime Contractors	June 2025
G. Project Award	July 2025
H. Project Construction	July 2025 – July 2026
I. Substantial Completion	July 2026
J. Punch List for Construction Component	August 2026
K. Transition 911 Equipment	September 2026
L. Ribbon Cutting for New 911 Center	September 2026
M. Final Punch List for Project	October 2026
N. Project Close-Out with Contractor	November 2026
O. Project Completion	December 2026

VIII. SUBMISSION REQUIREMENTS

Firms are required to provide clear and concise answers to the RFQ requirements described below, each with a tabbed section in the bound proposal document previously described.

Proposal content requirements are as follows:

- A. Firm Identification - Please provide the following information about your firm:

Firm Name

Address of office where the work will be conducted

Phone Number

Designated Project contact
Contact e-mail Address
Number of years the firm has been in business

B. Firm Overview

Please provide a brief description of your firm. Describe the firm's operating philosophy and include a statement describing any recent experience with public safety projects.

C. Sub-consultants

If outside consultants are utilized to perform any of the architectural engineering services, please list the firms and the services they will provide. Provide a brief firm description and the same information as required in Item A above.

D. Team Organization and Resumes

Please provide an organization chart that illustrates the role the key team members will play in this project as well as their resumes. Key team members include the Principal-in-Charge, Project Manager, Project Architect, and key team members of each discipline correlating to these same positions.

E. Firm Experience

1. Please provide the information below for one (1) public safety or hardened facility project in the past five (5) years; three (3) public safety or hardened facility projects in the past seven (7) years is preferable; one (1) 911 Center project in North Carolina in the past five (5) years.

Name of the Project
Photography of the Project
Location of the Project
Name of the Owner's Representative with address & telephone number
Year the Project was Completed
Construction Cost (Including overall cost per square foot)
Owner's Construction Budget
Architect's Construction Estimate
Total Contract Award
Scheduled months for construction verses Actual months for construction

2. If applicable, please identify any projects completed, or in progress, that were/are part of a North Carolina 911 Board grant-funded project.

F. Litigation and Claims

1. Please provide the firm's North Carolina Architectural License number.
2. Please list any claims filed by or anticipated to be filed by an Owner against your firm or individuals in your firm for which you provided professional services over the last five (5) years. Please provide the name of the plaintiff, a brief description of the claim, the value of the claim

and the outcome (if resolved) or current status.

3. Please identify if any architect or licensed professional employed by your firm has had their license revoked or suspended in the last ten years. If so, provide the name and the situation.

G. Insurance Coverage

Each firm should provide a declaration of insurance with limits for general commercial liability, professional liability and other insurance coverages as appropriate.

H. Compliance

All firms shall comply with all federal, state, and municipal ordinances and laws applicable during the project.

I. Summary Statement

Please provide a summary statement, of not more than one page, which summarizes the reasons your firm is best suited for this project.